

## SETTING AN AGENDA

Setting and following a meeting agenda can help you make the most of meetings with your mentor and will prepare you for the Canadian workplace.

Remember to include the following elements:

- meeting start time
- meeting end time
- meeting location
- topic headings
- include some topic detail for each heading
- indicate the time each topic is expected to last

Email the agenda to your mentor ahead of time and ask for his or her input.

Take minutes of important points and action items that can be brought forward to a future date.